

Arkansas State Board of Nursing

University Tower Building
1123 South University Avenue, Suite 800
Little Rock, Arkansas 72204

PHONE 501.686.2700

FAX 501.686.2714

www.arsbn.org

CHECKLIST FOR LICENSURE EXAMINATION

Use the following checklist to guide you through the application process.

Determine if you live in Compact State, Non Compact State, or country outside the U.S.A. Only continue process if you live in Arkansas, Non Compact State or outside the U.S.A.

- _____ Register with Pearson VUE and submit appropriate fee amount. Include submission of valid United States Social Security Number.
- _____ Submit completed Arkansas State Board of Nursing Examination Application via online system, including appropriate fee(s).
- _____ Submit Criminal Background Check fees; paid for within the online system as you complete the application process.
- _____ Print Payment Summary.
- _____ Write the INA Search ID number in the designated area on the fingerprint card before mailing the card to the Arkansas State Police. Print the INA Search ID number in the upper right hand corner of the fingerprint card in the box marked "FBI Leave Blank".
- _____ Submit the Federal background check card to the Arkansas State Police Department. This requires submission of fingerprints on the approved ASBN fingerprint card. The nursing program will provide a card for you or you may request one mailed to you from within the online system. Additional instructions are contained in the automatic acknowledgement email that you will receive.
The fingerprint card should be mailed to:

Arkansas State Police
Criminal Background Check
1 State Police Plaza Drive
Little Rock AR 72209
- _____ Graduation status is verified by the program director.
- _____ An official transcript is submitted directly to ASBN from the nursing education program.
- _____ Provide documentation to ASBN as required; print the cover page as indicated from within the online system.

For additional information refer to the Frequently Asked Questions and CBC information located on the ASBN website at www.arsbn.org. Click on the Licensing tab.